

Boone Meadow Elementary PTO

BYLAWS

ARTICLE I

NAME. The official name of the Parent Teacher Organization is Boone Meadow Elementary Parent Teacher Organization (BME PTO).

AMENDMENTS. Boone Meadow Universal Preschool Parent Teacher Organization will be following the By-Laws of Boone Meadow Elementary.

ARTICLE II

MISSION.

It is the mission of the BME PTO to serve as a bridge between the school and our families to create a strong school community, by cultivating and resourcing an inclusive, high-quality educational experience for all.

FUNCTION. The function of the BME PTO is to raise funds and promote involvement in school activities through the following means:

- a.** Recruiting active members and encouraging participation
- b.** Planning and conducting special events and activities
- c.** Raising funds to purchase needed school equipment or to enhance the educational programs
- d.** Communicating accurate district and school information to the group
- e.** Providing input to the principal's office regarding various aspects of the school; operations, programs, and communications
- f.** Responding to individual concerns
- g.** Producing information for the quarterly school newsletter
- h.** Arranging for speakers on topics of interest

ARTICLE III

BASIC POLICIES. The organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no political candidate shall be endorsed by it. The name of the organization or its

officers in their official capacities shall not be used in any connection with a commercial concern or with any partisan interest for any other purpose than the regular work of the organization.

The organization may cooperate with other organizations and agencies active in child welfare and with conference groups of coordination councils uniting for child welfare.

ARTICLE IV

MEMBERSHIP. Any parent or guardian with children attending Boone Meadow Elementary and any Boone Meadow Elementary Staff who are interested in the mission of the BME PTO, and who are willing to uphold its basic policies and subscribe to its Bylaws may become a member. A Staff representative shall be present at all meetings.

ARTICLE V

OFFICERS. The officers of the BME PTO shall be a President, Vice President, Treasurer, Secretary and Vice President of Fundraising. There may be more than one person holding each office.

Officers shall be elected for two-year terms at the April meeting, to begin transition in May, by a majority vote of the members present. It is recommended that Officers shall not serve a term exceeding two years, but terms may be extended by majority vote. If no one volunteers for one of the Officer positions and the current officer does not continue to serve, the Executive Board will mutually agree on the reallocation of the duties of the unfilled Officer position. It is recommended that the Vice President step into the President position the following term.

Terms shall run from June 1st – May 31st.

EXECUTIVE BOARD. The Executive Board shall consist of the Officers and Principal. The duties of the Executive Board shall be to transact necessary business between PTO meetings, to approve the plans of work of the Standing Committee, and other business that is referred to it. Meetings of the Executive Board may be called by the Principal, President or by the majority of the Board.

The Executive Board, by the beginning of the school year, shall establish a list of goals to be accomplished during the school year and present it at the first PTO meeting for approval. A budget shall be established for the following school year by August and voted upon by the Officers.

VACANCIES. A position is declared vacant upon resignation. A vacancy, except for the office of the President (which shall be filled by either Vice President), shall be filled by appointment of the remaining Board

members, and approved by the entire PTO.

ARTICLE VI

DUTIES OF OFFICERS.

PRESIDENT

- a.** To prepare agendas in cooperation with the Principal prior to the meeting.
- b.** To convene meetings.
- c.** To preside at meetings.
- d.** To facilitate any group discussions.
- e.** To call for members of committees.
- f.** To review meeting minutes.
- g.** To work closely with the Principal in matters that relate to the PTO.
- h.** To make presentations to various groups and school board, if requested.
- i.** To orient the new President.
- j.** To plan the annual calendar.

VICE PRESIDENT

- a.** To serve as PTO Board liaison to PTO Engagement committees. Committees may include: Student Engagement, Staff Engagement, Book Fairs, BME Bash Event, etc.
- b.** Act as an assistant to the President.
- c.** Performs duties of the President in the absence of that officer.
- d.** Coordinate special projects as they arise.

TREASURER

- a.** To serve as PTO Board liaison to PTO Expenditure committees. Committees may include: Enrichment/School Enhancements, Grants/Partnerships and Student-led Grants, etc.
- b.** To receive, process, and deposit all PTO monies.
- c.** To keep an accurate record of receipts and expenditures.
- d.** Maintain an adequate paper trail for EVERY transaction.
- e.** To make payments (i.e. issue checks) as authorized by the:
 - i.** Approved PTO budget
 - ii.** Approved by the PTO Executive Committee
 - iii.** PTO membership vote
- f.** To report financial position at PTO meetings, including:

- i. Current balances of all accounts
 - ii. Monthly reconciliation of all account activity
 - iii. Year-to-Date performance against plan
- g. To reconcile checking account monthly.
- h. To provide timely and relevant financial information to support financial decision-making.
- i. To consistently apply and follow all financial control policies.
- j. To coordinate and present an annual budget for approval each May for the following school year.
- k. To coordinate Audit (financial review) to be conducted annually each August.

SECRETARY

- a. To serve as PTO Board liaison to PTO Communication committees. Committees may include: Social Media, Newsletter, PTO Website, etc.
- b. To attend all meetings and record proceedings and votes of the PTO.
- c. To submit minutes of the meetings to the Principal, President, and general membership prior to the next scheduled meeting.
- d. Maintain PTO School Directory and update PTO website.
- e. To assist the President in handling any necessary correspondence.

VICE PRESIDENT OF FUNDRAISING

- f. To serve as PTO Board liaison to PTO Fundraising committees. Committees may include: Jog-A-Thon, Dine for Dollars, BME Bash Fundraising, etc.
- g. To assist the President in handling any necessary fundraising information and needs.

ARTICLE VII

STANDING COMMITTEES. Standing Committees shall be formed as necessary by the Executive Board. These Committees shall review and present plans/options to the BME PTO and designate sub-committees pertaining to their separate functions.

These Committees shall make initial decisions relating to their function; however, no decision shall be acted upon without the approval of the

Executive Board or the voting membership.

BME PTO shall have Standing Committees for fundraising, Jog-A-Thon, Special Events, Book Fair and any other committees as the BME PTO deems appropriate.

All Standing Committees shall cease to exist on the last day of each school year.

ARTICLE VIII

MEETINGS. BME PTO shall meet at least 4 times a year, September through June with additional meetings as needed. All meetings are open to the public. Meeting times and dates are to be set by the Executive Board.

ARTICLE IX

FINANCIAL CONTROLS.

- a.** BME PTO Fiscal Year is defined as starting on July 1, 2023 and ending on the following June 30, 2024.
- b.** There shall be a minimum of \$10,000 in the BME PTO bank account at the end of the fiscal year to fund immediate costs of next year.
- c.** Mailing address on bank account will be Boone Meadow Elementary mailing address: Boone Meadow Elementary School, 5555 S. Main Street, Whitestown, IN 46075
- d.** Suggested signatures for checks shall be the President and Treasurer.
- e.** All deposits must be submitted using a BME PTO Bank account number.
 - a.** Two people should be present at all times when cash is initially collected and counted.
- f.** All requests for payment must be submitted with itemized receipts, either paper or electronic.
- g.** All chairs are required to create a spending plan for the allocated budget that will be discussed, reviewed and approved by the PTO executive board. This plan should be submitted prior to the first PTO meeting.
- h.** Any non-budgeted expenditure requests must be presented at monthly PTO meetings and voted on by the general PTO membership.
- i.** PTO Treasurer and a member of the Executive Board will reconcile the bank statements monthly. These statements should be compared to monthly financial results reported by

the PTO.

ARTICLE X

AMENDMENTS. These bylaws may be amended at any regular meeting of the organization by having a majority vote of those present, providing notice of the proposed amendment was given at the previous meeting.

President, Lisa Winterbottom

Date

Vice President, Blair Rado

Date

Treasurer, Vanessa Keadle

Date

Secretary, Brecken VanHoy

Date

Secretary, Libbie Weinheimer

Date